Hawai'i Community College
Assessment Reporting Form

Use this form to submit assessment results for AY 2012-13. The form is due on July 1, 2013. Submit an MS Word version of the report to the Assessment Coordinator. The **Improvement Strategies** Section should be completed once the Action Plan has been implemented and assessed.

"Unit" Name: **Catalog Support**

Submitted by: **Sherrie Ann Straslicka-Walker**

The last comprehensive review for this Unit was: **n/a**

Unit Description
(Provide an overview of the unit, including excerpts from the catalog narrative, goals, values and other types of support services that the unit provides.)

Mission *(insert the unit's mission statement)*

This "unit" supports the College's Vision of promoting student learning by providing accurate and timely information about courses and classes.

Catalog Description and Other Narrative
(insert the unit's catalog statement and add narrative that helps to describe the unit)

This "unit":
- Assists with the production of the yearly printed College catalog: courses, policies, etc.

- Maintains the course database in Banner, from which classes are scheduled.

- Trains the clerical staff on the proper procedures to follow to create CRNs for class scheduling.

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Assessment Results

Unit Outcomes (UOs)	
(Enter all the Unit Outcomes (add rows if necessary) and indicate with an X in the first column if the UO is evaluated through this assessment)	

Assessed this year?		"Unit" Outcomes
X	1	Provide accurate and timely updates to the college catalog.
X	2	Provide accurate and timely updates to the Banner database.
	3	Provide Banner System training for clerical staff.

ASU Outcomes (UOs)
(Indicate with an X the UO(s) which were supported through this assessment.

Aligned?	Academic Support Unit Outcomes
X	The ASU will provide resources and services to faculty and staff to enable them to efficiently carry out their duties and responsibilities.
X	The ASU will provide resources and services to promote student success.

Institutional Learning Outcome Alignment
(Indicate with an X the ILO(s) which were supported through this assessment.

Aligned?	Institutional Learning Outcome
	Our graduates will be able to communicate effectively in a variety of situations.
X	Our graduates will be able to gather, evaluate, and analyze ideas and information to use in overcoming challenges, solving problems and making decisions.
	Our graduates will develop the knowledge, skills, and values to make contributions to our community in a manner that respects diversity and Hawaiian culture.

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Assessment Strategy/Instrument
Describe how you determined the sample used for this assessment (e.g. rubrics, CCSSE, surveys, data, longitudinal studies, portfolios, and evaluations). Were all students receiving services evaluated or only a random sample? Include the rubric used to evaluate the sample or attach the rubric to this report.

This "unit" has not previously performed a Unit assessment. In Spring 2013 the ASU outcomes were clarified. This "unit" has created questions to be included in the ASU Common Survey that will be distributed at a later date.

Spring 2013 survey questions are:

1) If you had submitted updates for the last college catalog, were they entered correctly?
 __ Y
 __ N
 __ N/A (I did not submit updates)

1A) If catalog updates were not entered correctly, at what point did you discover and alert someone of the problem?
 __ When the 1st draft was posted online
 __ When the 2nd draft was posted online
 __ I did not see the online drafts and noticed after the catalog was printed

2) If you had submitted curriculum (course) proposals in the last year, were updates made correctly in Banner?
 __ Y
 __ N
 __ Not sure (the effective term is not here yet)
 __ N/A (I did not submit proposals)

2A) If curriculum (course) updates were not entered correctly, how did you discover the error?
 __ Students couldn't register into the class(es)
 __ Students got into the class(es) but shouldn't have been there
 __ I saw the error in the printed catalog
 __ Other

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2B) Who did you inform of the error?
__ Division/Dept chair
__ Secretary
__ Counselor
__ VCAA office
__ No one (I did overrides for the students as needed)
__ No one (no overrides were needed)
__ Other

Expected Level of Achievement
(Set the Performance Rate (e.g. 85% of the sample assessed will meet or exceed expectations, or perhaps use how the unit performs in relation to the Demand, Efficiency, and Effectiveness Indicators and student surveys)

This "unit" is anticipating at least 90% of the responses to Question 1 will be "Y", and at least 90% of the responses to Question 2 will be "Y".

Results of Unit Assessment
*(What were the results of the assessment and the conclusions based on the results? Include the sampling results and **detailed discussions** that led to the conclusions.)*

Since this is the first time this "unit" is soliciting answers to questions, there are no results at this time.

Action Plan

Using the previous assessment results, develop an action plan to improve services and/or student learning opportunities. The plan may include any proposed changes to services/activities and/or unit reorganization.

Since this is the first time this "unit" is soliciting answers to questions, there is no action plan at this time.

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Improvement Strategies

This section is to be completed after the Action Plan is implemented and the results evaluated.

Based on the results of prior years' Action Plans, describe in detail what changes will be made to the unit's services or future assessment strategies. Include documentation of the dialog, process, and planning that led to the proposed changes.

Recommendations for Unit

(Based on the Action Plan outcomes, what changes should be implemented to improve services and/or student learning. Modifications might include redefining the unit's mission, modifying or changing UOs and SLOs, changing approaches, etc.)

Since this is the first time this "unit" is soliciting answers to questions, there is no action plan at this time, therefore no 'recommendations based on the action plan'.

Recommended Assessment Modifications

(What was learned from the Action Plan implementation that can be used to improve subsequent assessments. These changes will be incorporated into the unit's five-year assessment plan.)

Since this is the first time this "unit" is soliciting answers to questions, there is no action plan at this time, therefore no 'items learned from the action plan'.